

***Dear students,
Please note that this is an unofficial translation that we provide as a service. Legally binding are the German Examination Regulations. In case of any questions please contact the Master Office of RWTH International Academy.***

**Examination Regulations for the Joint Master´s Course
Management and Engineering in Production Systems
(MME in Production Systems)**

at

RWTH Aachen University

and

Maastricht School of Management

Published on 20.06.2013

**2. Änderungsordnung/2. Amendment
25.09.2014**

On the basis of §§ 2 Sect. 4, 64 of the Law Concerning the Colleges and Universities of the State of North Rhine-Westphalia (Higher Education Act/"Hochschulgesetz") of 31 October 2006 (GV. Law and Ordinance Gazette of NRW, p.474), last amended by Article 1 of the Act Concerning the Expansion of the Universities of Applied Sciences in North Rhine-Westphalia of 18.03.2013 (GV. NRW p. 271), RWTH Aachen University has enacted the following examination regulations:

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I. General Information

§ 1

Scope and Academic Degree

- (1) These examination regulations apply to the Joint Master Course “Management and Engineering in Production Systems (MME in Production Systems)”.
- (2) In case of successful completion of the Master Course the Faculty for Mechanical Engineering awards the Master of Science degree by RWTH Aachen University. (M.Sc. RWTH).

§ 2

Objectives of the Degree Course and Language Provisions

- (1) In the Master Course “Management and Engineering in Production Systems”, the knowledge obtained in the Bachelor's degree course will be expanded and deepened in such a way that the graduate is capable of dealing with complex problems and independently undertaking scientific and research work. The Master Programme “Management and Engineering in Production Systems” is designed as a post-graduate continuation of Engineering Bachelor courses and aims to provide broadened professional qualifications in the fields of production technology, production systems engineering, and management. After successfully completing this application-oriented Master Programme, graduates are able to assume management level responsibilities. Graduates are able to continuously and self-responsibly expand their knowledge. They possess critical awareness for the interplay of engineering and management questions in companies and are qualified for jobs in research and development in academia and the industry. Furthermore, after successfully completing the Master Programme, graduates receive the academic qualification to pursue a doctorate degree.
- (2) The Master course is a post-graduate (further education) Master's Degree Course.
- (3) The course is taught in English.
- (4) The Master's thesis must be written in English.

§ 3

Admission Requirements

- (1) The admission requirement is a recognised first university degree which gives evidence of the required qualification for the Master's degree course. Recognised are university degrees that have been approved or officially accredited by a responsible public authority of the country in which the university is located.
- (2) In order to be sufficiently qualified for the master's course Management and Engineering in Production Systems within the meaning of paragraph (1), the student applicant must have acquired the necessary knowledge in the following areas e.g.:
 - A total of 120 credit points (CP) in the fields of engineering and mathematical and natural sciences.
 - Those credit points must encompass the basic modules of the B.Sc. Mechanical Engineering course at RWTH Aachen University or similar course credits with the following extent:

approx. 69 CP (ECTS)	<ul style="list-style-type: none"> - Mathematics - Mechanics - Material Science - Thermodynamics - Informatics/Programming/Computer Science - Physics - Technical Drawing and CAD - Production Measurement Technology
approx. 40 CP (ECTS)	<ul style="list-style-type: none"> - Fluid Dynamics - Automatic Control - Design Engineering - Production Management - Machine Tools - Manufacturing Technology - Electrical Drives - Quality Management

Obligatory are moreover qualifications within the discipline of Business Administration and Economics in amount of 10 CP at least.

- (3) The examination board may admit a student to the programme on the condition that he or she obtains additional qualifications before registering for the Master's thesis. The type and extent of such additional requirements are determined individually by the examination board on the basis of the student's qualifications and expertise gained through the prior degree course. This assessment will be done in consultation with the course coordinator or programme advisor. If it is necessary to impose requirements as of more than 30 credit points, because of deviations from the defined basic qualifications as outlined in § 3 (2), an admission to the Master Course Management and Engineering in Production Systems is not possible.
- (4) Applicants for this English-taught degree course, who are non-native speakers of the English language and who have obtained their academic qualification at a non-English-speaking university or for whom the proof of English language proficiency was not a requirement for their first university degree programme, even if it was held in English, must prove sufficient fluency in English. The following evidence of language proficiency is recognised:
- a) Test of English as Foreign Language (TOEFL) „Internet-based“ Test (iBT) with a result of at least 90 points or,
 - b) TOEFL „Paper-based“ Test (PBT) with a result of at least 577 points or,
 - c) IELTS-Test with a result of at least 5.5,
 - d) Cambridge Test – Certificate in Advanced English (CAE),
 - e) First Certificate in English (FCE) with a result of grade B at least,
 - f) Common European Framework of Reference Certificate of B2 English Language level. This level can be proved, for example, by a school leaving certificate from Germany (“Abiturzeugnis”) stating that English was attended continuously until the end of qualification phase 1 (year 11 in G8 scheme, otherwise year 12) and concluded with the grade of “sufficient”.
 - g) Placement Test by the RWTH Aachen University's Language Centre with at least a result of B2 English Language Level.
- (5) Moreover, practical professional experiences of as a rule not less than one year is required. This can be completed in whole or in part as practical training or in form of

work experience in relevant areas for the master's course of study during or after the first recognised university degree.

- (6) The enrolment will be conducted both at the RWTH Aachen University and the Maastricht School of Management from the beginning of the first semester. The students remain enrolled at both partner universities until the successful completion of the Master Course.
- (7) Student applicants who have already participated in a Master's course at RWTH or any other university must apply to the RWTH Aachen central examination office to have previous examination results credited before enrolling in or before changing to the master's course. This applies irrespective of whether these exams have been passed or failed.
- (8) Upon application, the examination board can decide to waive up to 30 credit points for graduates of Bachelor's degree programmes with a standard period of study of seven semesters, after consultation with the board of examiners.
- (9) The assessment whether the formal admission requirements are fulfilled will be done by the RWTH Aachen according to the JPR in consultation with the Registrar's Office of the RWTH, in cases of foreign applicants with the International Office of the RWTH Aachen University.

§ 4

Standard Period of Study, Scope of the Degree Course, and Credit Points

- (1) The standard period of study, including examinations at the both study places, the RWTH Aachen University and the Maastricht School of Management, as well as the completion of the Master's thesis, amounts to four semesters (two years). The minimum stay at the Maastricht School of Management comprises at least 1 semester with an amount of 30 ECTS as a minimum.
- (2) The degree course has a modular structure. In the individual modules, the respective subject areas are being taught and the relevant competencies developed. Student performance can be evaluated through an exam or any another form of assessment. The degree course, including the Master's thesis module, contains a total of 21-22 modules. All modules are specified in the module catalogue (see Appendix 1).
- (3) The examination performances achieved in the individual modules are evaluated according to § 9 and contribute to the overall grade (in the form of weighted credit points). CPs are not only awarded according to the scope of the module, but also reflect student effort for preparation, revision, and examinations (private study). One CP corresponds to an estimated workload of about 30 hours. One semester as a rule comprises 30 CPs, which means that 120 CPs are required for the award of the degree.
- (4) Required coursework amounts to 54 class hours per week (contact hours in lecture hours per week) at RWTH Aachen. At the RWTH Aachen one lecture hour per week corresponds to a 45-minute class every week during the semester teaching period. The specified lecture hours per week represent the duration of the classes only. In addition, students require time for preparation and revision of classes. Student learning time is accounted for through the award of credits as outlined in paragraph 3.

- (5) Through the provision of classes, the RWTH International Academy gGmbH ensures that students are able to complete their degree within two years (i.e. the standard period of study) and that the modules required for the degree, including all examinations as well as the Master's thesis, can be completed within the respective deadlines.

§ 5

Registration and Admission to Classes

- (1) Students enrolled in this master programme are free to attend all modules offered in this master programme. Students must register for each course via a modular registration procedure. The registration deadline and procedure will be announced in the RWTH CAMPUS Information System in a timely manner. A so-called "orientation cancellation" of a semester class is possible until the last Friday in May or November (orientation phase). Please note however that a cancellation of block courses is possible up until one day prior to the first day of the course.
- (2) If the necessity arises due to envisaged study goals, capacity of teaching staff or similar reasons, the number of participants for a course may be limited as regulated in § 59 Abs. 2 HG. Students, who have to participate in the given course as a compulsory course are given preference. Further criteria are (in order of relevance): Compulsory elective courses, elective courses, optional courses (§ 6 Abs. 1), voluntary additional courses (§ 8 Abs. 1) and free access (Absatz 1).

§ 5a

Mandatory Attendance

- (1) Mandatory attendance of semester classes can be implemented if the learning objective cannot be reached without active participation by the students in class.
- (2) Semester classes of the master course Management and Engineering in Production Systems in which attendance is required can have the following format:
1. Exercises
 2. Seminars and introductory seminars
 3. Colloquia
 4. Laboratory exercises
 5. Excursions
 6. Project work
 7. Business games
- (3) Semester classes requiring mandatory attendance are labelled as such in the module handbook (Appendix 1).
- (4) The number of allowed absences is determined by each module individually. Depending on the content of the class, absences can be allowed between 10 to 30 percent of the total contact hours of this class. These also included absences excused by a doctor's note. As a rule, 2 sessions may be missed during a semester class with 2 contact hours per week.
- (5) In case of exceeding the allowed number of absences, extraordinary performances to compensate the absences and achieve the learning objective may be negotiated with the responsible lecturer.

- (6) The lecturer informs his or her students about the number of allowed absences stated in Section 4 and the kind of extraordinary performances for compensation stated in Section 5 during the first semester class at the latest.

§ 6

Examinations and Examination Deadlines

- (1) The Master's examination consists of the examinations for the individual modules as well as the Master's thesis module. The examinations and final thesis should be completed within the standard period of study. Only registered students may take examinations. The modules within the curriculum can be divided into compulsory and core elective modules and, if applicable, optional modules. Compulsory modules are modules which a student is required to take. Students may choose a certain number of core elective modules from a list of modules. In addition, there is a range of free electives from which the students can choose. Free electives must be differentiated from additional modules as listed in § 8. Additional modules are modules that are not included in the curriculum, but may be taken by the students voluntarily, i.e. in addition to the curriculum.
- (2) Class attendance requires modular registration. When registering for classes in compulsory and core elective modules, it is possible for students to select an option for automatic registration for the class examination. This registration takes place automatically on 1 December for the winter semester and on 1 June for the summer semester. This does not affect § 5 Section 1, however.
- (3) Students should take classes at the point during the degree programme as defined in the curriculum. The precise registration and cancellation procedures are announced through the CAMPUS Information System.
- (4) The Board of Examiners makes sure that during examination periods, students may take examinations for those classes which are part of the Master's examination. For these classes, at least two examination dates must be offered every year; the dates of written examinations at the RWTH are to be announced at the beginning of the class.
- (5) The legal maternity and parental leave periods as well as times of absence due to the responsibilities for care of children as defined in § 25 Sect. 5 of the German Federal Education and Training Assistance Act (*Bundesausbildungsförderungsgesetz*) and for care of spouses, registered partners, direct relatives or in-laws must be taken into consideration.
- (6) If a candidate is not able to take an examination, partially or in its entirety, due to longer-lasting or permanent physical disability or chronic illness, and provides a medical certificate as evidence for his or her condition, the Chair of the Board of Examiners must permit the candidate to take an equivalent examination in another form. If a degree course requires mandatory industrial placements or study abroad periods, equivalent qualifications are to be defined for those students who, due to their medical condition, are not capable of completing them, despite the support provided by the University.
- (7) Students on leave are not authorised to obtain credits or take examinations at the RWTH Aachen. This does not apply to the re-sit of a failed examination and for assessments (experience reports) for the study abroad or practical training period for which the leave was granted. It also does not apply if the leave is due to responsibilities for the care of children according to § 25 Sect. 5 *Bundesausbildungsförder-*

ungsgesetz or due to the care of spouses, registered partners, or direct relatives or in-laws.

§ 7 Types of Examination

(1) As a rule, the assessment of student achievement takes the form of written or oral examinations. An examination may also take the form of an oral presentation, a term paper, a research paper, a project paper, or a colloquium. As part of the completion of a module, proofs of participation (“Teilnahmenachweis”, ungraded) as well as assessments (“Leistungsnachweis”, graded) may be required. Certain assessments and proofs of participation may be defined as admission requirements for further assessments to be completed as part of a module. Assessments can be taking the same form as examinations. A proof of participation certifies that the student has regularly attended a class and participated in class discussion.

(2) The form and materials/aids allowed in the examination are typically announced at the beginning of a class. At the latest, they must be announced four weeks prior to the examination. This does not affect the validity of § 13 Sect. 5. In the case of several examinations, information must be provided on how the individual grades achieved contribute to the overall grade for the class.

The date of the examination as well as the name of the examiner must be announced in the CAMPUS system by mid-May (summer term) or 15 December (winter term) at the latest. In case of oral examinations, an individual date may be arranged, the name of the examiner, however, must be specified by the above dates.

(3) In **oral examinations**, candidates are expected to demonstrate their understanding and breadth of awareness of the subject area and that they are able to classify specific problems within the field. The oral examination is also to assess whether the candidate has acquired a wide basic knowledge. Oral examinations are held either by several examiners (oral examination by panel) or by one examiner in the presence of a co-competent assessor. In case of group examinations, the maximum number of candidates is four.

In the oral exam, each candidate is interviewed by only one examiner in the subject area under examination. Before deciding on a grade according to § 9 Para. 1, the examiner must consult with the assessor. Written notes of the contents of the exam and the candidate’s performance must be taken. The candidate is to be informed of his or her grade right after the oral examination. For each candidate, the duration of an oral examination is at least 15 minutes and 45 minutes at most. In the case of a supplementary oral examination according to § 13 Para. 2, the assessment by one examiner is sufficient. In case of a group examination, care must be taken that the above named examination duration is observed for each candidate.

(4) Students who want to take the examination in a later examination period can be allowed to be present at the examination, provided that sufficient space is available and that the candidate agrees to auditors being present. These auditing students are not allowed to be present during the examiners’ consultation and the announcement of the examination results.

(5) In **written examinations**, candidates are to demonstrate that they are able to identify and find ways to solve a discipline-specific problem in a limited period of time and with limited resources, using established methods and approaches. The duration of a writ-

ten examination is between 60 and 240 minutes. The exact duration of examinations follows these guidelines:

- Award of 1 – 3 Credit Points: 60 – 120 Minutes
- Award of 4 – 9 Credit Points: 120 – 180 Minutes
- Award of 10 – 15 Credit Points: 180 – 240 Minutes
- Award of 16 and more Credit Points: 240 – 300 Minutes

The exact duration of examinations is stated in the module handbook. Candidates may be granted reading time prior to the examination, in addition to the examination time.

- (6) Multiple choice tests may also be used as part of written examinations. Details concerning the assessment of tests can be found in § 9 Para. 2 and 3.
- (7) Every written examination is to be graded by the examiner. If a written examination is graded by two examiners according to § 13 Para. 4, the grade of the written examination is calculated from the arithmetic mean of the individual assessments. The examiners can assign suitable research assistants who are knowledgeable in the subject matter and have a relevant Master's degree (or equivalent or a higher degree) to perform the preliminary assessment of the written examination. In case of a supplementary oral examination according to § 13 Para. 2, the assessment by one examiner is sufficient.
- (8) An **oral presentation** is a talk with a minimum duration of 15 minutes and a maximum duration of 45 minutes, based on a written paper. The presentation is to demonstrate that the candidate is able to provide a scientific/scholarly analysis of a specific topic, taking into account the relevant contexts of the subject area, and present the results orally.
- (9) In a **written term paper**, a problem from the subject area of the class is thoroughly addressed and possible solutions are presented, drawing on the relevant literature and, if applicable, to suitable aids and materials. Suitable aids and materials are announced as part of the term paper assignment. § 7 Para. 7 Sentence 2 applies accordingly.
- (10) **Written homework** assigned and evaluated during the semester are to gradually prepare students for subsequent examinations. Homework assignments may contribute up to 10 percent to the final grade for a class. The instructor is to provide precise criteria for obtaining bonus points at the beginning of the semester or by the first day of the course; this information is to be announced in the CAMPUS System.
- (11) Within the scope of a **project paper**, a minor, well-defined scientific problem is to be independently addressed in writing. The project is undertaken under supervision.
- (12) Within the scope of a **research paper**, students address a topic from the subject area of the Master's degree course.
- (13) Examinations as outlined in paragraphs 8 through 12 can also be approved as group work as long as the assessment of each group member's individual contribution is possible.
- (14) In the **colloquium**, students are to demonstrate in a discussion of 30 to 60 minutes duration with the examiner and other participants that they are familiar with the subject matter of the course and are able to classify questions and problems in the contexts of the discipline. The colloquium can begin with an oral presentation as outlined in section 8.

- (15) In the **practical training/lab course**, students learn to perform independent experimental work, evaluate results, and present measuring results in a scientific manner. To arrive at an assessment of the practical training, the students' knowledge of the subject matter, their experimental skills, and the quality of their scientific analyses can be evaluated. If the practical training is performed in small groups, the performance of the individual student is to be evaluated.
- (16) Written examinations can be taken in the form of **e-tests**. E-tests are multimedia-supported assessments that are typically designed by two examiners. They may consist of free-text assignments, fill-in-the-blank texts, and matching tasks, for example. Before multimedia-supported examinations are undertaken, it must be guaranteed that the data can be always clearly identified and assigned to the correct student participant. The examination must be performed by a person knowledgeable in the subject matter (record/note keeper) according to § 11. This person should take notes regarding the course of the examination, including his or her name, the participating students, the beginning and end of the examination, and any particular incidents. The student must be permitted to view the multimedia test in accordance with § 21.

§ 8 Additional Modules

- (1) The candidate can take examinations in further modules of his or her choice (additional modules). Additional modules must be requested at the Board of Examiners.
- (2) Students can choose additional modules only from the courses offered by the RWTH International Academy gGmbH.
- (3) The results of examinations taken in these modules may, upon request by the candidate, be listed in the final academic transcript. These results however do not contribute to the overall grade of the degree.

§ 9 Assessment and Grades

- (1) The grades for the individual examinations are determined by the respective examiners. For the evaluations at the RWTH Aachen, the following grades are to be used:

1 = Very good	An excellent performance
2 = Good	A performance which is clearly above the average requirements
3 = Satisfactory	A performance that meets the requirements
4 = Sufficient	A performance that still meets the requirements, despite being flawed
5 = Unsatisfactory	A performance that does not meet requirements due to substantial flaws

By raising or lowering the individual marks by 0.3, intermediate values can be formed for a differentiated evaluation. The grades 0.7, 4.3, 4.7, and 5.3 are excluded. Performances that are not graded obtain an evaluation of "Pass" or "Fail."

For those examinations completed at the MSM, the published examination regulations apply accordingly.

- (2) Multiple Choice is a format used in examinations which provides a number of pre-given answers to a question for selection. The evaluation criteria must be announced on the test sheet as well as on a bulletin board or in the CAMPUS Information System (14 days prior to the examination). A test which consists solely of multiple choice questions is considered to be passed if
- a) 60% of the questions asked are answered correctly or
 - b) the number of correctly answered questions does not fall short of 22 percent below the average performance of candidates who have participated in the test for the first time.

The awarding of negative points is prohibited.

- (3) If the candidate has answered the minimum number of questions correctly according to Paragraph 2 and thus passed the test, the mark is as follows:
- Very good if he or she has answered 75%
 - Good if he or she has answered at least 50%, but less than 75%
 - Satisfactory if he or she has answered at least 25%, but less than 50%
 - Sufficient if he or she has answered 0% or less than 25%

of questions in excess of the minimum number correctly.

- (4) If a written examination consists of both multiple choice and other types of questions, the multiple choice questions are evaluated according to paragraphs 2 and 3. The other questions are evaluated according to the method usually used for the respective type of question. The grade is determined taking into account the weighted results of both parts of the examination. The weighting is to be performed according to the percentage of both types of questions (multiple choice and other) in the written examination.
- (5) An evaluation of the examination takes place only when the candidate is enrolled in the degree course at the time of the examination or submission of the assignment to be evaluated. The grade awarded for the examinations must be announced after six weeks at the latest, and it must be ensured that the assessment takes place at least ten days prior to a possible resit examination. The students are automatically informed via email (to their RWTH email address) of their achieved grades through the CAMPUS Information System; also, the examination results are posted on a bulletin board. Students can also obtain their current transcript through CAMPUS.
- (6) An examination is considered to be passed when the mark is at least "Sufficient" (4.0). If an examination consists of several partial performances, the mark takes all partial performances into consideration. In the process, every partial performance must be evaluated with a minimum mark of "Sufficient" (4.0) or have been passed. For the marks, Paragraph 8 applies accordingly.
- (7) A module is considered passed if all examinations which are part of the module have been passed with a minimum mark of "Sufficient" (4.0) and all CPs that belong to it (e.g. proofs of participation and assessments) have been earned. For each module, the CPs (ECTS) are credited according to the appendix (see module catalogue).
- (8) The assessments of grades are underlying the regulations of the individual local examination regulations of the respective partners (RWTH Aachen University and Maastricht School of Management). The overall grade will be assessed according to the RWTH Aachen regularity. The overall grade is formed by taking the grades of the modules and the Master's thesis into account, weighted according to the received credit points

(CP) at the RWTH and the MSM. The achieved grades of examinations conducted by MSM will be transferred into the grading system of the RWTH Aachen in accordance to the following table:

Grade MSM	Description	Int. Grade	Grade RWTH	Description	
98-100	Brilliant	A	1,0	1,0 to < 1,5	Excellent
95-97			1,3		
93-94	Excellent	B	1,7	1,5 to < 2,1	Very good
90-92			2,0		
85-89	Very Good	C	2,3	2,1 to < 2,8	Good
80-84			2,7		
75-79	Good	D	3,0	2,8 to < 3,5	Satisfactory
70-74			3,3		
65-69	Sufficient	E	3,7	3,5 to 4,0	Sufficient
60-64			4,0		
50-59	Fail	F/FX	5,0	> 4,0	Fail
> greater than, < less than					

The overall grade of a passed Master's examination may be as follows:

Average grade to 1,5 = Very good

Average grade between 1,6 and 2,5 = Good

Average grade between 2,6 and 3,5 = Satisfactory

Average grade between 3,6 and 4,0 = Sufficient

The worst module grade of the weighted grades may be unconsidered, with exception of the Master's Thesis and provided that all modules have been successfully completed within the standard period of study of 4 Semesters. If several module grades should have the same weighted module grade, the candidate has to choose which one should be cancelled and must specify this module within the written application.

- (9) For the calculation of the grades and the overall grade, individual grades are rounded down to one decimal place. All other decimal places are not taken into account.
- (10) The overall grade of "Passed with Honours" ("Mit Auszeichnung") is awarded if for the Master's Thesis, a grade of "1.0" is awarded and the weighted average of all other grades attained in the Master's examination is 1.3 or better. This grade is awarded instead of the grade "Very Good" as outlined in § 8 (8) of the examination regulation for the programme at the RWTH Aachen.

§ 10

Board of Examiners / Development Committee

- (1) The Faculty of Mechanical Engineering, the School of Business and Economics of the RWTH Aachen and the Maastricht School of Management constitute a "Development Committee". The Development Committee is responsible for the advancement of the Master Programme. The Development Committee consists of one faculty member (professor and/or research assistants/academic coordinator) of respectively the RWTH

and the MSM. The chair rotates every two years between the RWTH Aachen and the MSM.

- (2) For the organisation of the examinations, the tasks and responsibilities resulting from the present examination regulations, the Faculty of Mechanical Engineering will form a Board of Examiners. The Board of Examiners consists of the Chair, the deputy chair, and five other members with voting rights.
The Chair will be selected from among the group of professors from the Faculty of Mechanical Engineering of the RWTH; Deputy Chair will be selected from among the group of professors from the School of Business and Economics of the RWTH. A further member will be selected from among the group of professors of the Faculty of Mechanical Engineering of the RWTH and the School of Business and Economics of the RWTH respectively. Two other members from among the research assistants of the Faculty of Mechanical Engineering of the RWTH and the School of Business and Economics of the RWTH, and two members from among the group of students. For each member of the Board of Examiners, a deputy will be nominated. The term of office of the professorial and research staff members will amount to two years, whilst the term of office for student members will amount to one year. Re-election into the Board is possible.
- (3) At the RWTH the Board of Examiners is a public authority according to the Administrative Procedure Law and the Law of administrative court procedure.
- (4) The Board of Examiners makes sure that the provisions of the examination regulations are observed and that the examinations are properly conducted. In particular, the Board decides on objections to decisions made in the examination procedure. In addition, on a regular basis and at least once a year, the Board of Examiners must present a report to the Faculty containing statistics and general data on examinations and periods of study. It provides suggestions on how the examination regulations and curricula can be further improved and publishes the distribution of grades and overall grades. The Board of Examiners can transfer the execution of its everyday tasks to the Chair of the Board. This does not apply to decisions regarding objections and the report to the Faculty.
- (5) The Board of Examiners is quorate if, in addition to the Chair and the Deputy Chair, two additional professors with voting rights (or their deputies) and at least two additional voting members (or their deputies) are present. Board decisions shall be made by simple majority. In the event of a tie, the Chair has the casting vote. The student members of the Board of Examiners do not take part in decisions on the crediting of study and examination performances.
- (6) The members of the Board of Examiners have the right to be present during examinations.
- (7) The sessions of the Board of Examiners are not public. The members of the Board of Examiners and their representatives are subject to professional discretion. Insofar as they are not members of the public service, the Chair of the Board of Examiners must see to it that they commit themselves to confidentiality.
- (8) The Board of Examiners obtains administrative aid from the Central Examinations Office (ZPA) of the RWTH in the performance of its duties.
- (9) The Board of Examiners appointed a supervisor of the master's course and the deputy supervisor according to the proposition of the faculty council (Kommission für Lehre "KfL") among the group of professors. The term of office will amount three years.

§ 11

Examiners and Co-Assessors

- (1) The Chair of the Board of Examiners appoints the examiners. The examiners appoint co-assessors, if applicable. The appointments must be put on record. Appointed as examiners may be academic staff who have at completed the corresponding or comparable final examination and who have independently taught the section of studies preceding the examination in the respective module. Only if there is good reason, a deviation from this policy is possible. Only people with a corresponding academic degree (or equivalent) may be appointed as co-assessors.
- (2) Examiners are independent in their activities as examiners. § 10 Sect. 6 Sentence 2 applies accordingly. This also applies to the co-assessor.
- (3) The candidate may suggest an examiner for the Master's thesis and the written and/or oral examinations. If possible, the suggestions of the candidate should be taken into consideration. The suggestions, however, do not constitute a legal claim.
- (4) The Chair of the Board of Examiners has to ensure that the candidate is informed of the name of their examiner at least until mid-May (summer term) or mid-November (winter term). A bulletin board notice or announcement in the CAMPUS Information System suffices.
- (5) Examinations held at the Maastricht School of Management follow the examination rules of the Maastricht School of Management.

§ 12

Credit for Period of Study, Academic Performance, Examination Performance, and Admission to a Higher Semester of the Degree Course

- (1) Passed and failed performances at another university within the scope of the German Constitution in an equivalent degree courses will be credited ex officio. Passed and failed performances in other degree courses or at other universities and at state and officially recognised universities of cooperative education are to be credited in case of equivalence; this also applies, upon application, for performances at universities outside of the scope of the German Constitution. Upon application, the university can credit other qualifications on the basis of submitted certificates and documents.
- (2) The equivalence of performances is to be determined when periods of study, academic performances, and examination performances essentially correspond to those of the Management and Engineering in Production Systems master's course in content, scope, and requirements. The assessment process should not involve a merely schematic comparison, but rather a consideration and evaluation of the entire situation. For the equivalence of periods of study, academic performances, and examination performances made outside of the scope of the German Constitution, the equivalency agreements and agreements made within the scope of university partnerships made by the Standing Conference of the Federal Ministers of Education and Cultural Affairs must be taken into consideration. Otherwise, in case of doubt of equivalency, the Central Office for Foreign Educational Systems ("Zentralstelle für ausländisches Bildungswesen") can be consulted.
- (3) The student must provide the necessary documents for crediting in German. Necessary documents not in German must be certified and translated into German by request of the board of examiners. The documents must show periods of study, academ-

ic performances, and examination performances of those academic and examination performances that are to be credited. For the crediting of academic and examination performances the relevant module descriptions and the Transcript of Records or those documents comparable to the aforesaid ones must be provided, too.

- (4) Die Studien- und Prüfungsleistungen von Schülerinnen und Schülern, die im Einzelfall aufgrund besonderer Begabungen als Jungstudierende außerhalb der Einschreibungsordnung zu Lehrveranstaltungen und Prüfungen zugelassen wurden, werden bei einem späteren Studium auf Antrag angerechnet.
- (5) The Examination Board is responsible for the crediting of academic performances according to Paragraphs 1-4. An expert in the respective discipline should generally be consulted to determine equivalency.
- (6) If academic and examination performances are to be credited, the grades - insofar as the grading systems are comparable - should be included in the calculation of the overall grade. In case of incomparable grading systems, the note "Credited" will be recorded. Credited qualifications are marked as such in the final academic transcript.
- (7) Crediting of qualifications is only possible if considerable academic performances in the Management and Engineering in Production Systems master programme are still to be completed justifying the award of the master degree from RWTH Aachen University. As a rule, the completion of the Master's thesis constitutes the final academic performance.

§ 13

Resit Examinations, Master's Thesis, and Expiry of the Right to Take an Examination

- (1) In case of "unsatisfactory" (i.e. failed) performances, the examinations can be repeated twice; the Master's thesis may be repeated once. The candidate may reject the topic of the Master's thesis, but only if he or she has not already taken advantage of this possibility whilst writing his or her first Master's thesis.
- (2) If a candidate receives a mark of "Unsatisfactory" (5.0/failure) when re-sitting a written examination for the second time and if this mark was not given due to an attempt at cheating, default, or withdrawal without good reason according to § 14 Para. 2, the candidate has the chance to take a supplementary oral examination before the examination is considered a "fail" (5.0). The date of the supplementary oral examination is to be set during the post-exam review session. This examination is to be held within four weeks from the date of the post-exam review. Reasonable exceptions of the set time limit are governed by the board of examiners upon request by the candidate. For the supplementary oral examination, § 7 Para. 3 apply. Based on the candidate's performance in the supplementary oral examination, the grade will be either "Sufficient" (4.0) or "Unsatisfactory" (5.0).
- (3) The candidate must register for the repeated Master's thesis within three semesters after the failed first attempt. If this deadline is exceeded, the right to take an examination expires unless the candidate cannot be held responsible for the default. If the candidate takes maternity or parental leave according to §§ 3, 4, 6 und 8 of the Maternity Protection Act ("Mutterschutzgesetz") or according to the provisions of the Act on Benefits and Leave for Childcare ("Bundeszweckgesetz"), this deadline will be postponed accordingly. This also applies if the candidate takes leave for care of persons as specified in § 48 para. 5 HG.

- (4) Written and oral examinations that conclude a degree course according to the curriculum as well as resit examinations for which no compensation possibility is provided in the case of failure must be assessed by at least two examiners. This does not affect § 7 Para. 7.
- (5) Resit examinations may take the form of written and oral examinations, according to the decision of the examiner. Candidates are to be informed on the bulletin board about whether the repeat examination is in written or oral form at least two weeks prior to the examination.
- (6) If an examination consists of several parts, only the part of the examination that was not passed must be repeated.
- (7) A module is considered to be ultimately failed if the examinations required for passing can no longer be repeated.
- (8) The Master's examination is ultimately failed if the individual examinations to pass a module can no longer be repeated or if the second Master's thesis is evaluated as or counts as "Unsatisfactory."

§ 14
Cancellation of Registration, Default, Withdrawal, Cheating,
and Violation of the Regulations

- (1) Up until a week before the respective examination date, the candidate may cancel an examination conducted at the RWTH Aachen without giving a reason.
- (2) An examination performance is considered to be "Unsatisfactory" (5.0) if the candidate does not appear at an examination without good reason or if he or she withdraws from the examination after the start of the exam without good reason. The same applies if a written examination is not completed within the duration of the exam. In this case, the student has no right to a supplementary oral examination.
- (3) The reasons for the withdrawal or default must be submitted and proven in writing to the Board of Examiners immediately. In case of illness, the candidate must present a medical certificate. In individual cases, the Chair of the Board of Examiners may demand a certificate by an independent medical examiner, to be appointed by the Board of Examiners. If the Board of Examiners does not accept the reasons, the candidate will be informed in writing. The previous examination results are to be credited.
- (4) In the case of written examinations – with the exception of those held under supervision – the candidate must affirm in lieu of an oath that the examination was performed by the candidate him- or herself without impermissible aids or external help.
- (5) If the candidate tries to influence the result of an examination through cheating, for example, the use of impermissible aids, the respective examination is evaluated as "Unsatisfactory" (5.0). The attempt at cheating is ascertained by the respective examiner or invigilator and put on record. A candidate who disturbs the proper course of the examination may generally be excluded from continuing the examination by the respective examiner or the invigilator. In this case, the respective examination is assessed as "Unsatisfactory" (5.0). The reasons for the exclusion must be put on record. In case of multiple or otherwise severe cheating attempts, the candidate may also be excluded from the University.

- (6) The candidate must be informed of incriminating decisions immediately in writing; the basis for these decisions must be thoroughly explained and information on applicable legal remedies must be provided.

II. Master's Examination and Master's thesis

§ 15

Type and Scope of the Master's Examination

- (1) The Master's examination consists of:
 1. The examinations and other assessments listed in the module catalogue according to Appendix 1 and
 2. The written Master's thesis and the Master's defence colloquium.
- (2) The curriculum provides information on the ideal order of the classes, examinations and assessments. Examinations and assessments are taken during the degree course. The topic of the Master's thesis cannot be assigned until 80 CP (ECTS) have been achieved. Reasonable exceptions are regulated by the Board of Examiners upon request by the candidate.
- (3) The contents of the examinations and assessments are determined by the contents of the respective classes as outlined in the module manual.

§ 16

Master's thesis

- (1) The Master's thesis consists of a written paper submitted by the candidate. The thesis is to demonstrate that the candidate is capable of independently addressing a problem using scientific/scholarly methods within a limited period of time. The thesis is written under supervision.
- (2) The Master's thesis can be assigned and supervised by any professor of the Faculty Mechanical Engineering (FB4) of RWTH Aachen University or the Maastricht School of Management who is involved in research and teaching activities at RWTH or MSM. Additionally, the Master's thesis can be assigned by any professor who teaches a course of this master's degree programme. Assistant lecturers and research assistants may act as assistant supervisors. In exceptional cases and with permission by the Board of Examiners, the Master's thesis can be supervised by academic staff outside the persons named in Sentence 1. Assistant lecturers and research assistants may act as assistant supervisors. External supervisors can be appointed to as second examiner by the Board of Examiners according to § 65 Section 1 HG NRW.
- (3) Upon special application of the candidate, the chair of the Board of Examiners makes sure that the candidate receives the topic for the Master's thesis at the planned time. The candidate must be given the opportunity to make suggestions for the topic.
- (4) The Master's thesis must be written in English.

- (5) The professor who has assigned the Master's thesis informs the candidate of the final deadline for the submission of the thesis. The date on which the candidate receives the thesis topic as well as the title of the topic must be put on record.
- (6) As a rule, the candidate must complete the Master's thesis within a period of four months. The written paper should not exceed 80 pages without the appendix. The topic and task must be designed in such a way that a completion is possible within four months of full-time work. In coordination with the supervisor and the study advisor convenor ("Fachstudienberater/in"), a period of part-time work on the thesis of up to eight months may be granted. In this case, a written application must be submitted to and approved by the Board of Examiners. The topic can be rejected only once and only within the first month of the writing period. In individual cases, for good reason, the Board of Examiners can extend the writing period by up to six weeks. This decision is to be based on an application by the candidate and made in agreement with the thesis supervisor.
- (7) The candidate will present the results of the Master's thesis in a Master's colloquium. In this context, § 7 Section 14 apply. Both the assigning and supervising first Professor and the second supervisor will assess the Master's colloquium.

§ 17

Acceptance and Assessment of the Master's Thesis

- (1) The Master's thesis is to be submitted on time to the respective assessing professor. Two copies of the thesis are to be submitted. The date of submission must be put on record. If the Master's thesis is not handed in on time, it will be considered "Unsatisfactory" (5.0/fail). The thesis is assessed only if the candidate is enrolled in the degree course at the time of submission.
- (2) As a rule, the examiner of the thesis is also the person who has assigned the topic. The thesis is generally the last part of the Master's examination. In accordance with § 9 Para.1, the thesis should be assessed by two examiners (one of RWTH and one of MSM), who provide a written statement on their assessment. The grade for the thesis is calculated from the arithmetic mean of the individual assessments according to § 9 Para. 1 as long as the difference between the assessments is not higher than two grades. If the difference between the grades more than 2.0 or if one evaluation is "Unsatisfactory," but the other "Satisfactory" or better, a third examiner will be appointed by the chair of the Board of Examiners in order to evaluate the Master's thesis. The third examiner will determine the final grade of the Master's thesis, which is to be between the two grades provided by the other examiners, within four weeks.
- (3) The announcement of the grade – with the exception of Paragraph 2 Sentence 4 - will be made within eight weeks after submission. If this announcement is not made on time, the Board of Examiners is authorised to appoint other examiners for the thesis.
- (4) For the writing of the Master's thesis, 20 CPs are awarded, including the colloquium.

§ 18

Passing of the Master's Examination

The Master's examination is considered to be passed when all necessary modules are passed and the grade of the Master's thesis is at least "Sufficient" (4.0). With the passing of the Master's examination, the degree course is completed.

III. FINAL PROVISIONS

§ 19

Degree Diploma and Diploma Supplement

- (1) If the candidate has passed the Master's examination, he or she will receive a Master Diploma (Urkunde) of the RWTH Aachen University within three months after the final examination. The awarded master degree is documented by the respective Master Diploma. The Diploma is signed by the Dean of the Faculty for Mechanical Engineering of the RWTH Aachen University and the chair of the examination board.
- (2) The Master Diploma is written in German and English and bears the date on which the final examination was passed or the final assessment provided.
- (3) Additionally to the diploma the candidate will obtain a Master Certificate (Zeugnis) according to the regulations of the RWTH Aachen University. The Certificate lists all taken modules, the topic of the Master's thesis, and provides all achieved grades and credit points (ECTS / CP). Also, it includes the overall grade in accordance to the respective grading schemes of the RWTH. The overall grade is specified in writing, and is also represented as a number with one decimal place according to the respective grading scheme. The Certificate is signed by the chair of the examination board of the RWTH Aachen.
- (4) The Master Certificate is written in German and English and bears the date on which the final examination is passed or the final assessment provided.
- (5) The students also receive a Diploma Supplement. The Diploma Supplement provides information on the individual subject profile of the completed degree course. The diploma supplement also provides an ECTS Scale.
- (6) If the Master's examination is finally not passed, the chair of the Board of Examiners will inform the candidate in writing; this letter will also contain information on applicable legal remedies.
- (7) Students that leave the university without a degree will obtain a report of all study and examination performances upon request.

§ 20

Invalidity of the Master's Examination, Deprivation of the Academic Degree

- (1) If the candidate has cheated in an examination and this fact is not discovered until after the final academic transcript has been handed out, the board of examiners may subsequently correct the grades of the examinations in which the candidate cheated and declare the examination to be entirely or partially failed.
- (2) If the prerequisites for the admission to an examination were not fulfilled without the candidate intending to cheat and this fact does not become known until after the final transcript has been handed out, this problem can be remedied by the candidate's passing the test. If the candidate wrongly and premeditatedly obtained admission, the board of examiners will decide on the legal consequences under observance of the Administrative Procedure Law ("Verwaltungsverfahrensgesetz") of the Federal State of

North Rhine-Westphalia.

- (3) Before a decision is arrived at, the candidate in question has the opportunity to make a statement.
- (4) The incorrect final academic transcript must be returned and, if applicable, a new one will be issued. A decision according to Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a period of five years after the final academic transcript is issued.
- (5) If the examination is declared to be failed as a whole, the academic degree will be withdrawn by the Faculty of Mechanical Engineering of the RWTH. Also, the diploma and certificate will be withdrawn.

§ 21

Viewing of Examination Scripts (Post-Exam Review)

- (1) The candidate must be able to view the corrected written examination or paper conducted at the RWTH Aachen after the grades have been finalised. The candidate will be informed of the time and place of the post-exam review session during the examination or when receiving the grade at the latest. The student must be given sufficient time for viewing, at least 30 minutes.
- (2) Insofar as Paragraph 1 does not apply, the candidate will be permitted to view the written examination, the related comments by the examiners, and the examination reports upon application at the end of the examination procedure.
- (3) The application must be submitted to the chair of the examination board within a month of the receipt of the certificate. The chair of the examination board sets the time and location of the viewing session, if applicable in consultation with the Master's Programme board of examiners.

§ 22

Coming into Effect, Publication, and Transitional Regulations

- (1) These examination regulations enter into effect on the day of publication and are published in the Official Announcements of RWTH Aachen University ("Amtliche Bekanntmachungen") and apply to all students enrolled in the Management and Engineering in Production Systems master degree course.
- (2) Students, who are in a pending examination procedure with modules registered for before the winter semester 2014/15 and which are being changed by these examination regulations, may finish the pending modules until the end of the winter semester 2016/17.
- (3) The elective "Mechatronics and Control Techniques for Production Plants" will be replaced by the module "Industrial Logistics" from winter semester 2014/15 on. Students who have already registered for the examination of "Mechatronics and Control Techniques for Production Plants" and are in a pending examination procedure may complete the module by the end of the winter semester 2016/17.

Created on the basis of the decision of the Faculty Council of the Faculty of Mechanical Engineering, 06.05.2014 and 08.07.2014.

The Rector
of the
RWTH Aachen University

Aachen, 25.09.2014

Signed Schmachtenberg
Univ.-Prof. Dr.-Ing. E. Schmachtenberg

Glossary

Academic degree

After successful completion of the degree programme, an academic degree is awarded.

In the case of a Master's degree course, the academic degree of "Master of Science RWTH Aachen (M.Sc. RWTH)" is awarded. For an arts and humanities Master's course, the academic degree of "Master of Arts RWTH Aachen University (M.A. RWTH)" is awarded.

Academic transcript

An academic transcript is a full record of your academic study at RWTH Aachen University and includes all assessments (with grades) achieved at the time of issuance.

Accreditation

Accreditation is a quality assurance tool for degree programmes. Its objective is to guarantee high quality of courses by determining minimum standards. Accreditation is performed by a university-external professional body (a council, agency, or commission) which checks courses according to given standards and decides whether the programme meets the respective requirements.

Additional module

Additional modules are modules that are not included in the curriculum, but may be taken by the students additionally and voluntarily.

Assessment / Proof of performance

In general, "assessment" is a generic term for a set of processes that measure student achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. In a related meaning, an "assessment"/"proof of performance" can also be a document which certifies that the student as successfully passed an examination. Individual assessments (e.g. for a certain class) certifies a type of qualification, which may serve as an admission requirement for further (typically more advanced) assessments taken at a later stage. Assessments can take the form of written examinations, oral examinations, oral presentations, research papers, and so on.

Block course

A block course is a course that does not take place over an entire semester, but rather concentrated over a few days, for example, a week.

Board of Examiners

For organisational matters pertaining to examinations, the faculties establish so-called Boards of Examiners. For further details, please refer to the examination regulations.

CAMPUS Information System

CAMPUS is the web-based information system of RWTH Aachen University. In addition to online services, it contains the University calendar and facilitates the registration and cancellation of courses and examinations. It also provides examination regulations and a personal student portal which provides a timetable functionality.

Cancellation

It is possible for students to withdraw from examinations. The provisions on withdrawal from entry to examinations are given in the respective examination regulations.

Compulsory area

The compulsory area classes/compulsory modules are mandatory and must be taken by all students in the degree course.

Credit points

The examinations undertaken in the individual modules are assessed and weighted by their credit values (CPs).

CPs are not only awarded according to the scope of a class or module, but also reflect student effort for preparation, revision, and examinations (private study). A CP corresponds to an estimated workload of about 30 hours. A semester generally comprises 30 CPs. For the Master's degree course, students must successfully complete a total of 120 CPs.

Curriculum

The word "curriculum" is occasionally equated with "syllabus." A syllabus however is generally limited to a description of instructional content. The curriculum is more oriented towards providing instruction times and the sequence of classes to be taken for the degree course.

Diploma supplement

The diploma supplement (DS) is a separate document that describes the university degrees obtained and the corresponding qualification. The DS explains the German university system and its degrees, as well as the awarding university, often including the concrete content of the completed course of study. The DS is issued in English and German and enclosed with the final report. The DS is also intended to provide employers with information.

Examination performances

Examination performances comprise all assessments to be undertaken as part of the degree programme. This includes visiting classes, written and oral examinations, oral presentations, term papers, research papers, colloquiums, practical training, drafts, and final theses.

Fixed-semester/variable-semester

An assessment or exam performance is a fixed-semester assessment if it must be taken within a defined semester during the programme. Otherwise an assessment is a variable-semester performance, i.e. the student has a certain latitude when to take the exam.

Free elective class

Degree programmes may include classes from a so-called free elective area. Students are required to take a number of free elective classes, but they can freely choose the area of study.

Leave of absence

For good reason, leaves of absence can be granted according to the matriculation regulations. The application for a leave of absence should be made during the re-enrolment period. Information can be obtained from the Registrar's Office at RWTH Aachen University.

Lecture hours per week

A lecture hour per week corresponds to a 45-minute course every week during the lecture period of a semester. The lecture hours per week refer to the duration of the classes (excluding time for preparation, etc.).

Mandatory registration initiated by the Central Examination Office (ZPA) for repeat examinations

The “mandatory registration” is an automatic registration undertaken by the Central Examination Office (ZPA) for all students who have not passed an exam or who have cancelled an exam. As a rule, the student is registered for the at the next possible examination date. Students do not have to be separately notified about this registration; mandatory registrations are displayed in the virtual Central Examination Office as part of the CAMPUS Office information system.

Module

Modules are discrete blocks or units of study leading to specified learning outcomes which are assessed. Modules as a rule comprise several classes dedicated to closely related topics.

Module manual

The individual modules are described in the module manual, containing information on:

- Semester no.
- Duration
- Lecture hours per week
- Frequency
- Cycle (WS/SS)
- Language of Instruction
- Content
- Intended learning outcomes
- Prerequisites
- Grading
- Assessment

The module manual is an important source for the students and must be published by the University.

Modular registration

Modular registration is the registration to an academic event (course, seminar, examination, etc.) for a partial performance within an individual module. Modular registrations are performed using the modular registration procedure of the CAMPUS Information System (Module IT).

Multiple choice

Multiple choice is a format used in examinations in which students must select the best possible answers out of the choices from lists.

Orientation phase

The first five weeks after the beginning of classes are called the “orientation phase.”

Orientation cancellation

The cancellation of classes is possible within the first five weeks.

Post-Examination review session

After the grades for exams have been announced, students are given the opportunity to view the corrected scripts.

Practical work experience

Some degree courses require that students prove practical work experience (practical training). The details can be found in the relevant examination regulations. We advise potential/prospective students to look for information in a timely manner as several programmes require practical work experience prior to the start of the programme.

Proof of participation

A proof of participation certifies the active participation in a course. A proof of participation may be defined as an admission requirement for assessments or classes.

Required elective classes

Students must take a number of required elective classes from a certain catalogue of classes.

Registration for examinations

Concerning the registration for exams, the processes as outlined on the web pages of the Central Examination Office (ZPA) apply.

Standard period of study

The standard period of study is the period in the degree course can be completed. At RWTH Aachen University, the normal period of study is three or four semesters.

Start of studies

Most programmes start in the winter semester. Only a few programmes start in the summer semester.

Student Advice Centre

The Student Advice Centre provides information, advice and support to students and prospective students who have questions about their studies or who encounter any problems or difficulties. Subject-specific counselling is provided by the relevant faculty advisors and course convenors.

Supplementary oral examination

If the student also fails the second resit of a written examination, i.e. the grade is "Unsatisfactory" (5.0), the student has the opportunity to take a supplementary oral examination. Based on the student's performance in this oral examination, he or she may achieve a grade of either "Sufficient" (4.0) or "Unsatisfactory" (5.0).